Certificate of Occupancy, including Temporary and Partial is $263.00
Reprinting of Certificate of Occupancy is $32.00

INS方向S ON COMPLETING A CERTIFICATE OF OCCUPANCY (HCO) APPLICATION

At the top right hand corner of the application is a capital “H”. In this space your permit number will be hand-written by intake personnel after you have paid the application fee. There is also a capital B, this is where you will write any building permit number that is associated with the HCO application.

Box #1 - Provide the address (number & street name) for the location of the use or business.

Box #2 - Provide the space within the building where the use or business is going to be located. (NOTE: To be used on applications where more than a single tenant/space/apt. exists.)

Box #3 - Provide the name of the owner of the property. (NOTE: This may require the submittal of a recorded deed from the Circuit Court record room for newly purchased property.)

Box #4 - Provide the property owner's address, including zip code.

Box #5 - Provide the property owner's daytime telephone number.

Box #6 - Indicate the current/existing use(s) of the property (i.e. - office, 2-family, restaurant, single-family, etc.)

Box #7 - Indicate the proposed use(s) of the property (i.e. - office, 2-family, restaurant, single-family, etc.)

Box #8 - OFFICE USE ONLY

Box #9-10 - Check the appropriate box that most closely indicates the use, including any additional information (i.e. - no. of units, no. of seats, type, etc.) requested.

Box #11 - Provide the size of the space (in square feet) being used/occupied by the applicant.

Box #12 - Provide the desired occupant load, if for more then one floor state the occupant load you want for each floor.

Box #13 - Check the appropriate box indicating if floor or site plans are provided, as applicable.

Box #14 - Provide the number of parking spaces existing ON the site. (NOTE: Do not include spaces provided off of the site, either on-the-street spaces or leased spaces.)

Box #15 - Check the appropriate box, as applicable, regarding leased parking spaces and include a lease and site plan for the leased spaces.

Box #16 - Provide the applicant's name requesting the permit.

Box #17 - Provide the business or trade name, if applicable. (NOTE: This may require the filing of a trade name approval with the Circuit Court.)

Box #18 - Provide the address of the applicant(s) where the permit is to be mailed.

Box #19 - Provide the applicant's daytime phone number in order that they may be contacted, if necessary.

Box #20 - Provide the applicant's facsimile (FAX) number (if exists) in order that they may be contacted, if necessary.

Box #21 - Provide the applicant's E-mail address (if exists) in order that they may be contacted, if necessary.

Box #22 - Provide the applicant's, or applicant's authorized agents, signature.

Box #23 - Provide the contact person’s name, if different than the applicant.

Box #24 - Provide the contact person’s daytime phone number, if different than the applicant.

Box #25 - Provide the contact person's complete address and zip code, if different than the applicant.

Box #26 - Check the appropriate box whether or not you would like to be called to pick up the certificate upon completion. If you check, “yes”, provide the name and daytime phone number for the person wanting to pick-up the certificate.